

## California Environmental Education Interagency Network (CEEIN)

**BRING YOUR OWN BEVERAGE**

**SNACKS WILL BE PROVIDED!**

Location: Resources Agency 15th floor, room 1506-12, "Large Conference Room"

Lead: Donna Pozzi

Note taker: Bobbie Winn

Facilitator: Zori Lozano-Friedrich



	Item	Lead	Time	Action
1.	<b><u>Check – in and Catch -up</u></b> <ul style="list-style-type: none"> <li>Welcome &amp; Introductions</li> <li>Review Agenda</li> <li>Approve Minutes</li> <li>Update Outstanding Action Items</li> </ul>	Donna	<b>9:30 – 9:45</b> 15 min	Distribute Sign-In Sheet Info
2.	<b><u>Committee Reports &amp; Discussion</u></b> <b>Diversity</b> <ul style="list-style-type: none"> <li>Diversity Committee report: <ul style="list-style-type: none"> <li>Sierra Club project</li> <li>Questions, answers and discussions</li> </ul> </li> </ul> <b>Communications &amp; Outreach</b>  <b>Leadership and legislation</b>  <b>Administration</b>  <b>Environmentality</b> <ul style="list-style-type: none"> <li>JCEC</li> </ul>	Kay   ?  ?  ?	<b>9:45-10:50</b> 20 min  10 min?  10 min?  10 min?	Info, discussion and Q&A        Info & discussion
3.	<b><u>Presentation/Information/Proposals</u></b>  Golden State Env Ed Consortium (GSEEC) 2006: Env Ed and Training Partnership (EETAP) and Beyond	Sandy Funke, GSEEC	<b>10:50-11:20</b> 30 min.	Speaker
4.	<b><u>What's New In Your World</u></b>	Donna	<b>11:20-11:25</b>  5 min?	Info and discussion

5.	<b><u>Meeting Wrap-Up</u></b> <ul style="list-style-type: none"> <li>• Clarify Action Items</li> <li>• Pending Items/Parking Lot</li> <li>• Develop May Meeting Agenda</li> </ul> <b>Evaluate Meeting</b>	Donna & Zori	<b>11:25-11:30</b> 5 min	Discussion
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Meeting Protocol Agreements:

- Start and end meetings on time; stay on track on agenda.
- Listen and treat others' opinions with respect.
- Keep commitments to agreements and assignments (i.e., follow-up, time frames, due dates, etc.).
- Make participation in the meeting your priority; keep cell phones on vibrate and only accept emergency calls (outside the meeting room).
- A quorum of 11 CEEIN Members is needed to hold a meeting.
- For major decisions, if consensus can't be reached, the issue will be put to a vote of the CEEIN members present at the following meeting.
- Make a conscious effort to conduct the meeting in an environmentally friendly manner.